



**Heritage Christian School, located on the northeast side of Indianapolis, is currently accepting applications for the following position:**

### **Manager of Transportation**

**POSITION OBJECTIVE:** The Manager of Transportation is responsible for all facets of bus transportation services including: financial, organizational, operational, technological, supervisory and customer service.

**QUALIFYING CHARACTERISTICS:** The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. Applicant must exercise sound judgment in the areas of student conflict, employee relations and parental conferences. Ability to demonstrate an understanding of laws relating to operation of school buses. Has the ability to manage budget and personnel/driver concerns.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A bachelor's degree in Business, Management or related field with a thorough knowledge of the principles and practices for transportation services preferred and/or 3+ years of Transportation administration, supervisory or management experience in education and/or transportation operations. Experience in the Versatrans bus routing system is preferred. [HCS will provide training in Versatrans.] A working knowledge of: Microsoft Windows, Microsoft Publisher, and Excel are also essential.

**To view the entire job description,** visit our website at [www.heritagechristian.net](http://www.heritagechristian.net); click on the Human Resources link, then current job openings.

**An employment application may be printed from the Human Resources homepage of our website, or you may request one from the administration building on the HCS campus.**

**To apply for this position please submit an employment application and resume with salary requirements to:**

**Amy Byrne**  
Human Resources Specialist  
Heritage Christian School  
6401 E. 75<sup>th</sup> Street  
Indianapolis, IN 46250

**Thank you for your interest in Heritage Christian School.**

**Applicants are considered for employment without regard to age, race, gender, color, disability, ancestry or national origin.**